OCFO Professional Development Framework

All Hands

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OCFO Professional Development Framework Team

➢ Members

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➢ Newest Members

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Overview

➢ The <u>vision</u> of the Office of the Chief Financial Officer (OCFO) is for the CFO community to be credible experts, trusted advisors and sources of quality information related to finance and resources…

➢ The <u>goal</u> of the OCFO Professional Development Framework is to enhance capabilities…

➢ Professional development is a shared responsibility between the employee and supervisor.

➢ The OCFO Professional Development Framework serves as a resource and template for the CFO community

▪ Competency Model – Core and Discipline

▪ Training Guide – recommended agency/center courses

➢ Intent is to allow Centers/Mission Directorates to tailor or customize as needed

Approach

- Three professional development initiatives and best practices were identified and benchmarked:
  - JSC competency model
  - LaRC core training model
  - GSFC business training listing
- The team then combined the JSC and LaRC models to form the Agency OCFO Professional Development Framework
- The team as well as the larger CFO group revised and reformulated.
- Document was also reviewed by OHCM, early career, and others
- All comments were dis-positioned and shared with the larger group

Roll Out Activities

➢ Andrew Hunter sent out Version 1.0 to the Center CFO's and MD RMO's November 23, 2015 for review

➢ Centers were asked to vet the document thru their Center Unions

➢ Agency and Centers also vetted document through OCC(Legal) and OHCM (Human Capital)

➢ Centers and Missions have sent out to employees and/or supervisors for review

➢ Document was signed and baselined by Agency CFO **March 10, 2016**

➢ Centers/MD's are working to customize/tailor as needed

Career Stages

➢ The competency model uses these descriptions to inform the level of skill/capability needed at each career stage and the training model uses them to provide options for obtaining those skills/capabilities

Career Stage	Description of Responsibilities (Agency)	Approximate GS Levels
Entry	Performs fundamental, basic and routine activities while gaining subject matter expertise	7-9
Journey	Functions independently and applies knowledge and experience to variety of complex situations.	11,12
Senior	Senior accountant/analyst – a recognized expert	13
Senior or Lead	Team leader with broad scope of responsibility and high visibility	14
Executive	First Line Supervisory or Manager position	15

Competency Model

➤ Core Competencies – skills and behaviors <u>all</u> OCFO employees <u>should exhibit</u>.

➤ Discipline Competencies – skills and behaviors that relate to specific roles, jobs, or tasks.

Appendix A - CORE COMPETENCIES

DISCIPLINE COMPETENCY: RESOURCES MANAGEMENT

Competency Model - Core

- Organizational Perspective – Business Acumen; Leading People; Leading Change

- Individual Development - Personal Effectiveness; Education

- Systems Awareness - Managing Info & Knowledge

- Policy Knowledge - Business Acumen; Working Internationally

- Leadership - Leading and Managing Others; Working Internationally; Managing Info & Knowledge

- Contracting Officer Representative (COR) (optional)

Appendix A - CORE COMPETENCIES

Competency Area	Entry Level (GS 7-9)	Journey Level (GS 11-12)	Senior Level (GS 13)	Lead (GS 14)	Executive/Supervisory Level
Organizational Perspective (Business Acumen, Leading People, and Leading Change)	• Understands the NASA and Center vision, mission, and core values and++ how these apply to daily work • Completes mandatory NASA and Center training according to deadlines • Practices appropriate IT security, safety, and property management • Understands who the customer is and their expectations • Meets office deadlines, schedules	• Understands the NASA, Center, and Center CFO organizations and work inter-relationships • Understands and anticipates customer needs • Works successfully in team environments • Represents the organization in varying capacities and situations • Identifies opportunities for improvement • Understands organizational dynamics within the Center and directorates	• Mentors new employees, co-ops, or more junior staff • Collaborates with customers to define products and services • Participates in or leads analysis across OCFO organizations	• Develops action plans for improvement • Understands organizational dynamics within the Agency • Recommends personnel for positions below Executive/Supervisor level • Supports and encourages employee development and completion of related learning events • Partners with customers to develop coordinated strategies • Supports overall organizational management – employee appraisals, competency development and planning, conflict resolution, employee counseling, and workforce planning	• Partners with customers to develop coordinated strategies • Contributes to the formulation and prioritization of Human Resources/Training budgets to best meet the needs of the organization • Identifies and provides opportunities for employee development and growth • Recommends or selects personnel for all OCFO positions • Provides overall organizational management – employee appraisals, competency development and planning, conflict resolution, employee counseling, and workforce planning
Individual Development (Personal Effectiveness; Discipline Competency)	• Works effectively within a diverse workforce • Works cooperatively and willingly with co-workers and customers • Responds to directed	• Recognizes conflict situations and works to a productive/effective solution • Allocates time appropriately to	• Demonstrates ability to independently complete from start to finish a major product, project, or activity	• Recognizes, defuses, and resolves conflict situations before they escalate • Makes timely, well-informed decisions • Assesses priorities to	• Guides and counsels employees on conflict resolution techniques • Anticipates factors that influence the work environment and sets

Competency Model - Disciplines

- Financial Management Accountant
- Financial Technician
- Resources Management
- Systems Management
- Internal Controls
- Policy

Competency Model - Discipline

DISCIPLINE COMPETENCY: RESOURCES MANAGEMENT

Competency Area	Entry Level (GS 7-9)	Journey Level (GS 11-12)	Senior Level (GS 13)	Lead (GS 14)	Supervisory Level
Planning, Programming, Budgeting and Execution (PPBE)	• Assists with the development of data for NASA budgeting exercises such as the Agency program Operating Plan and the fiscal year phasing plans • Implements current, approved budget by o Formulating monthly operating plans o Initiating and tracking funding actions o Analyzing and costing resources o Forecasting year-end run out costs o Identifying content decisions to the lead analyst o Reporting findings and recommendations to the lead analyst • Assists in the development of guidelines for resources planning • Provides efficient management of appropriated funds Provides accurate cost and manpower	• Develops, presents and justifies budget formulation for NASA budgeting exercises such as the Agency program Operating Plan, Research and Technology Operating Plans, and fiscal year phasing plans • Implements current, approved budget by o Identifying, justifying, and defending content decisions o Identifying issues and proposing resolution strategies o Providing cost-benefit analysis to the technical manager • Develops guidelines for resources planning • Assists in the development of Work Breakdown Structures (WBSs) for programs and projects	• Serves as an expert on budgeting and financial management issues and activities, including historical costs • Coordinates all phases of budget development, monitors budget expenditures, and regularly reports to technical customers and upper management on state of budget expenditures • Responsible for determining fiscal budget and human resources requirements • Determines resource requirements and recommends to technical customer and upper management resource allocations based on priorities and needs • Reviews financial performance and recommends the appropriate financial and manpower resources needed by the technical customer • Coordinates the preparation of obligation and expenditure	• Provides guidance on the development and integration of budget concepts and principles • Provides clarification and interprets Agency PPBE guidance • Negotiates resolution of issues related to implementation of the current, approved budget • Provides advice on potential Congressional reactions and inquiries to proposed agency and institutional budgets • Determines possible course of actions in response to Congressional and OMB inquiries	• Advocates budget approaches with Center and programs • Ensures the integrity of internal management controls, principals, operations, procedures, and accuracy of financial data

Training Guide

- Training Guidelines

- Experiential Learning

- Monitoring or Assessment

- Individual Development Plan (IDP)

- Professional Certifications

TRAINING ACTIVITIES
GRADES 7 - 9

Agency/Center Mandatory Training	Systems Training	Discipline Training

Required courses will be sent to employees through SATERN or other venues	- Business Objects (BOBJ)
	- Business Intelligence (BI aka BW)
	- Concur Government Edition (CGE) Travel System
	- Microsoft Office (Access, Excel, Outlook, Power Point, Project, Word)
	- NASA Budget System (N2)
	- Systems, Applications and Products (SAP)
	  - Role Specific
	  - New User Training
	- System for Administration, Training, and Educational Resources (SATERN)
	- Web-Based Time and Attendance Distribution System (WebTADS)
		ACCOUNTANT
		- 533 Analysis (CFOU)
		- Financial Accounting with SAP (SATERN)
		- Federal Accounting Fundamentals (MC- 16 CPE)
		- Federal Accounting Standards (USDA - 24 CPE)
		- Statements of Federal Financial Accounting Standards (SFFAS) (MC – 16 CPE)
		- The Prompt Payment Act and Voucher Examination (MC- 16 CPE)
		- U.S. Standard General Ledger: Practical Applications (MC- 16 CPE)
		
		RESOURCES MANAGEMENT
		- Analytics Boot Camp (MC- 40 CPE)
		- Appropriation Law Seminar (MC – 32 CPE)
		- Budget Analyst's Essential Guide to Formulation, Justification, and Execution (MC- 24 CPE)
		- Budget Execution (MC- 24 CPE)
		- Budget Formulation (MC- 24 CPE)
		- Budgeting & Accounting: Making the Connection (MC- 16 CPE)
		- Certified Governmental Financial Manager (CGFM) (MC- 48 CPE)
		- The Federal Budget Process (MC- 16 CPE) and (USDA
		- Federal Financial Management Overview (MC- 24 CPE)
		- Introduction to Federal Accounting (USDA - 32 CPE)
		- Introduction to Federal Budgeting (USDA - 24 CPE)
		- Introduction to Financial Management (USDA - 24 CPE)
		- NASA and Installation Budget Formulation and Execution
		- NASA Budget Execution (CFOU)
		- NASA Budget Formulation (CFOU)
		- Anti-deficiency Act (MC- 16 CPE)
		- Procurement 360 (CFOU)
		- Fundamentals of Project Management
		- Project Cost Estimating (MC – 16 CPE)
		- Project Management Principles (MC- 24 CPE)
		
		BUSINESS IT SYSTEMS
		- Data Modeling for Data Warehousing/Business Intelligence (EW Solutions)
		- Data Warehousing (EW Solutions)

Training Guide - Core Training for OCFO Employees

- Anti-deficiency Act (MC – 16 CPE)

- Appropriations Law Seminar (MC – 32 CPE)

- Assessing Project Performance (APPEL-APP) 2 days

- CFO 101 (CFOU)

- Cost Estimating (CFOU – 1 day)

- Enhancing Your Creative Genesis (EYCG) 2 days

- The Federal Budget Process (MC/USDA- 16 CPE)

- Finance for Non-Financial Managers (CFOU)

- Fundamentals of Project Management

- Moving Your Ideas Forward (MYIF) 4 hours

- Performance Based Statement of Work (APPEL-PBSOW) 2 days

- Requirements Development & Management (APPEL-REQ) 3 days

- Risk Management (APPEL-RM I) 1 day

- Understanding Earned Value Management (APPEL-UEVM) 1 day

Next Steps

- Expectation is to use document as a resource for next rating period (2016-2017)

- AAAO at LaRC is working to automate document to create customized reports for employees for all centers.

- Agency OCFO Employee Development and Engagement Team having F2F in May to talk next phase